



DEPARTMENT OF EDUCATION

P.O. Box 83720
BOISE, IDAHO 83720-0027

DR. MARILYN HOWARD
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of School Transportation

INSTRUCTIONS FOR COMPLETING IDAHO PUPIL TRANSPORTATION SCHOOL BUS INVENTORY/ODOMETER REPORT

2005-2006 SCHOOL YEAR

This annual transportation report is designed to reflect the district's school bus odometers, miles traveled, annual inspection date, and out-of service or sold buses in compliance to administrative rule (IDAPA 08.02.02.160, Idaho Code 33-1506, and Standards for Idaho School Buses and Operations, pages 72-75). The required data is generated in bus number order.

Instructions to download and submit the School Bus Inventory/Odometer Report from SDE's School Transportation Web Site:

- Log on to www.sde.state.id.us/finance/transport/forms.asp#Annual. Click on the heading titled "Inventory/Odometer Report." This will connect to a page listing requirements to download secure documents.
- At the secure page, scroll to the bottom and click on "Pupil Transportation Support Program Documents." This will connect to a page for selecting a district and entering a password.
- Select district number from Username drop-down bar.
- Type in previously assigned password and click "Login." This connects to a listing of all secure pupil transportation documents available for download. (Passwords were distributed to Superintendents, Business Managers, and Transportation Supervisors a few years ago. If you are unable to locate the previously assigned password, please contact SDE at 208-332-6851.)
- **Right-click** on "School Bus Inventory Odometer Report."
- Click "Save Target As" on the sidebar. Save the Excel file on your own computer hard drive or network.
- Complete the School Bus Inventory Odometer Report using the file saved on your computer.
- Once report is complete, resave and email the revised document as an attached Excel file to ADSalazar@sde.idaho.gov. The School Bus Inventory Odometer Report is due July 17, 2006. (The remainder of this instruction sheet contains details for completing the report.)

Following are instructions for completing the School Bus Inventory/Odometer Report:

- Check all statistical information. Be sure the VIN listed is accurate and corresponds with each bus number. Enter any corrections in **red** font.

Office Location
650 West State Street

Telephone
208-332-6800

Speech/Hearing Impaired
1-800-377-3529

FAX
208-334-2228

- Add to the inventory any vehicles that are used in the school district's transportation program that are not listed. This includes coach-type activity buses and non-conforming vehicles owned by districts and used to transport students. Enter any buses your district purchased between July 1, 2005, and June 30, 2006, that are not listed on the report.

07/01/2005 ODOMETER – This column shows the June 30, 2005, odometer readings reported on last year's odometer report. Check all information and make any corrections in red font. The spreadsheet automatically reports zero for beginning odometers on buses new to Idaho; however, buses always have some mileage on them when delivered to districts. **If you notice a "0" in the July 1, 2005 column, be certain to update the cell in red font with the beginning mileage at the time the bus was received by the district.**

ENDING BROKEN ODOMETER AND REPLACED OR NEW ODOMETER – Use these columns for any odometers that were broken or replaced during the school year. If an odometer was broken, enter ending broken odometer and beginning replaced odometer.

06/30/2006 ODOMETER – Enter the June 30, 2006, school year ending odometer readings for each bus or non-conforming vehicle operated by the district for school transportation. Odometer readings should coincide with the district's fiscal year reports and therefore should indicate mileage through July 1, 2005, and June 30, 2006.

MILES TRAVELED – This column contains a formula that calculates miles traveled between July 1, 2005, and June 30, 2006, from the odometer readings reported. If this does not work, either enter an Excel formula to calculate, or enter miles traveled.

ANNUAL INSPECTION DATE - Enter the date of annual inspection completed between July 1, 2005, and June 30, 2006, for each school bus.

OUT OF SERVICE DATE AND REASON - Enter the date of any buses permanently taken out of service and the reason, e.g., traded-in or sold. For tracking purposes, if the bus was sold to another district or a bus dealer in Idaho, please indicate to whom under the reason column. Buses temporarily taken out of service should be recorded and information filed in the district's own bus maintenance files. Buses temporarily taken out of service for mechanical purposes should not be reflected in this report as an out-of-service bus.

Email or mail completed electronic report to SDE Student Transportation by July 17, 2006.

Electronic reports are required.

Email: ADSalazar@sde.idaho.gov

Fax: 208-334-3484

Phone: 208-332-6851

Mail: Student Transportation
Idaho Dept. of Education
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